



DEPARTMENT OF THE ARMY
U.S. ARMY ABERDEEN PROVING GROUND
ABERDEEN PROVING GROUND, MARYLAND 21005-5001

REPLY TO
ATTENTION OF

AMSSB-DIC (200-1a)

24 OCT 2000

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Hazardous Materials Management Policy and Call for Inventory Reduction Strategies

1. References:

- a. Memorandum, STEAP-DIC, 19 Jun 97, subject as above (encl 1).
- b. Memorandum, STEAP-DIC, 20 Jan 98, subject as above (encl 2).
- c. Executive Order 13101, 14 Sep 98, Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition (encl 3).

2. The revised Hazardous Materials Management Procedures Manual (encl 4), specifies the requirement for inventory tracking using the APG Hazardous Inventory Tracking System (HITS). Each Garrison and tenant activity is required to develop and implement a revised hazardous materials management plan (HMMP). Each HMMP shall be submitted to AMSSB-GSH-E no later than 45 days from the date of this memorandum.

3. An activity's revised HMMP shall specify how it will achieve each of the requirements in the APG Hazardous Materials Management Procedures Manual.

4. Pollution prevention is the preferred approach to APG environmental management. The Installation is committed to reducing/eliminating the use of all hazardous materials whenever feasible. When any such materials are used, they must be properly tracked and handled to protect workers, monitor usage and reductions, and ensure compliance with applicable regulations.

AMSSB-DIC

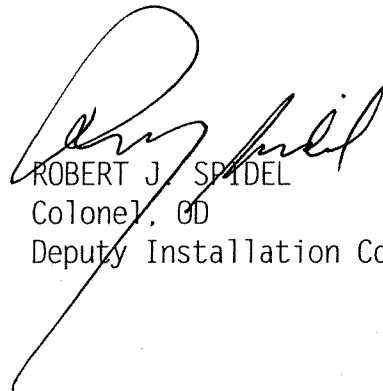
SUBJECT: Hazardous Materials Management Policy and Call for Inventory Reduction Strategies

5. The point of contact for this matter is Mr. Robert Solyan, Pollution Prevention Program Manager. He can be reached at rsolyan@dshe.apg.army.mil, 410-306-2275.

FOR THE COMMANDER:

4 Encls
as

DISTRIBUTION:
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ROBERT J. SPIDEL
Colonel, OD
Deputy Installation Commander



DEPARTMENT OF THE ARMY
U.S. ARMY ABERDEEN PROVING GROUND
ABERDEEN PROVING GROUND, MARYLAND 21005-5001



REPLY TO
ATTENTION OF

STEAP-DIC (200-1a)

19 JUN 1997

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Hazardous Materials Management Policy and Call for Inventory Reduction Strategies

1. Pollution prevention is the preferred approach to environmental management at Aberdeen Proving Ground (APG). The Installation is committed to reducing/eliminating the use of hazardous materials whenever feasible. When such materials are used, they must be properly tracked and handled to protect workers, monitor usage and reductions, and ensure compliance with applicable regulations. This memorandum promulgates APG's hazardous materials management policy and tasks all Garrison and tenant activities with identifying and planning internal hazardous materials reduction strategies. Additionally, the enclosed Hazardous Materials Management Procedures Manual provides guidelines for inventory tracking using the Hazardous Materials Management System (HMMS).

A hazardous material is any substance that can damage health, harm the environment, and/or pose a physical hazard. Any product composed of or containing hazardous materials should be accompanied by a Material Safety Data Sheet (MSDS).

2. The following practices reflect the policy at APG.

a. Hazardous materials are used only when their use cannot be avoided through alternative work methods or nonhazardous substitutes.

b. Less hazardous substitutes are always considered and used whenever possible.

c. When planning for the purchase and use of hazardous materials, only the quantities needed are ordered.

d. Hazardous materials are handled properly by all activities to reduce the potential for adverse impact to health and the environment.

3. This hazardous materials management policy fulfills the requirements of the Pollution Prevention Act, the Emergency Planning and Community Right-to-Know Act, Executive Order 12856 (Federal Compliance With Right-to-Know Laws and Pollution

Encl 1

STEAP-DIC

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Prevention Requirements), 29 CFR 1910.120C (Hazard Communication Standard), AR 141 (Hazardous Materials Information System), APGR 385-4 (APG Safety and Occupational Health Program), and the APG Pollution Prevention Plan. The following practices apply to the receipt, distribution, storage, and use of all hazardous materials at APG.

4. In order to meet federal, state, and local hazardous materials reduction goals and rigorous reporting requirements, APG maintains an automated inventory using the HMMS. Barcode numbers are assigned to containers of hazardous materials and items are tracked from receipt through use and final disposition. Activities shall work with the Installation HAZMART (hazardous materials pharmacy) to maintain an accurate hazardous materials inventory. Basic HAZMART functions and activities are described in the manual.

5. To achieve hazardous materials reduction goals, each activity shall develop and implement a Hazardous Materials Management Plan (HMMP). A draft plan shall be submitted to STEAP-SH-E (ATTN: Mr. Robert Solyan) within 60 days of the date of this memorandum. The HMMP shall specify how the activity will achieve each of the following actions:

a. Review and approve of all orders of hazardous materials, ensuring that only necessary materials and quantities are ordered. The approving personnel, as defined in the HMMP, shall help users determine whether work processes can be changed or products replaced by safer alternatives, such as the environmentally preferred products offered through the General Services Administration. The activity environmental coordinators and the Pollution Prevention Office of the Directorate of Safety, Health and Environment will also assist.

b. Integrate appropriate procedures, processes, and/or alternatives presented in the comprehensive pollution prevention opportunity assessments (PPOAs), which are a part of the APG Pollution Prevention Plan. The PPOAs provide alternatives for reducing hazardous materials use within several activities.

c. Ensure that hazardous materials inventory updates are expeditiously provided to the Installation HAZMART. The manual provides inventory management procedures. Activities may use any or all of the options listed under the heading "Maintaining Hazardous Materials Inventory Data."

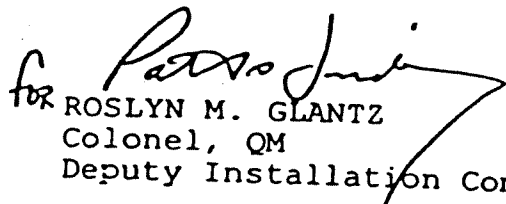
STEAP-DIC

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6. Notify either Mr. Solyan at bsolyan@dshe.apg.army.mil, or Ms. Sheila Jones at sjones@dshe.apg.army.mil, or Ms. Elizabeth Longenecker at elongen@dshe.apg.army.mil with the name, telephone number, and e-mail address of your activity's point of contact for this program within 30 days of the date of this memorandum. You may also fax the information to 278-5728 to any of the POCs listed above. The phone number of the Pollution Prevention Office is 410-278-4529.

FOR THE COMMANDER:

Encl


for ROSLYN M. GLANTZ
Colonel, QM
Deputy Installation Commander

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U.S. ARMY ABERDEEN PROVING GROUND
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STEAP-DIC (200-1a)

20 JAN 1998

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Hazardous Materials Management Policy and Call for Inventory Reduction Strategies

1. Reference memorandum, STEAP-DIC, 19 Jun 97, subject as above (encl). Each Garrison and tenant activity is required to develop and implement a Hazardous Materials Management Plan (HMMP). The HMMPs shall be submitted to STEAP-SH-E (ATTN: Mr. Robert Solyan) no later than 45 days from the date of this memorandum.
2. The HMMP shall specify how the activity will achieve each of the following actions:
 - a. Review and approve all orders of hazardous materials, ensuring that only necessary materials and quantities are ordered. The approving personnel, as defined in the HMMP, shall help users determine whether work processes can be changed or products replaced by safer alternatives, such as the environmentally preferred products offered through the General Services Administration. The activity environmental coordinators and the Pollution Prevention Office of the Directorate of Safety, Health and Environment will also assist.
 - b. Integrate appropriate procedures, processes, and/or alternatives presented in the comprehensive pollution prevention opportunity assessments (PPOAs), which are a part of the APG Pollution Prevention Plan. The PPOAs provide alternatives for reducing hazardous materials use within several activities.
 - c. Ensure that hazardous materials inventory updates are expeditiously provided to the Installation HAZMART. The manual provides inventory management procedures. Activities may use any or all of the options listed under the heading "Maintaining Hazardous Materials Inventory Data" of the enclosed procedures manual.

ENCL 2

STEAP-DIC


SUBJECT: Hazardous Materials Management Policy and Call for Inventory Reduction Strategies

3. The HMMP checklist in enclosure 2 may be used to ensure that all essential elements have been addressed.

4. Mr. Robert Solyan, bsolyan@dshe.apg.army.mil, Ms. Elizabeth Longenecker, elongen@dshe.apg.army.mil and Ms. Sheila Jones, sjones@dshe.apg.army.mil are POCs for this matter. The phone number of the Pollution Prevention Office is 410-278-4529.

FOR THE COMMANDER:

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ROSLYN M. GLANTZ
Colonel, QM
Deputy Installation
Commander

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